



Chandler • Arizona
Where Values Make The Difference

Use Permit Application

If the property owner is not filing the application, please complete the attached letter authorizing an applicant or project representative to file the application.

Project/Business Name		
Property Location/Address		City, State, Zip Code
Legal Description		Assessor's Parcel Number(s)
Proposed Use (e.g. single family, multi-family, retail, office, etc.)		Gross Acreage
Property Owner(s)		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Fax Number
Applicant/Firm Name		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Fax Number
Signature of Property Owner or Representative		Date
For City Use		
Date Filed	Development No.	Case Planner

Mailing Address:
P.O. Box 4008, MS 105
Chandler, Arizona 85244-4008

Planning and Development Department
Current Planning Division
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
Fax: (480) 782-3075
www.chandleraz.gov

Form No.: UDM-64
Rev: 12-19-06



Use Permit Letter of Authorization

Please accept an application for a Use Permit for property located at:

Assessor parcel number(s):

Said property is owned by:

who hereby authorizes me to file this application on his/her behalf.

I certify that the above information is correct, and that I am authorized to file an application on said property on behalf of the owner.

_____ Applicant Signature	_____ Date
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_____ Property Owner Signature	_____ Date
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Affidavit of Sign Posting

Application No. _____

Applicant Name _____

Project Name/Location _____

The applicant is required to post a 4-foot by 8-foot wooden sign or signs on the subject site a minimum of 30 calendar days prior to the first public hearing. One double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The sign board needs to be orange with black lettering. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph showing the sign(s) on the site. Please see the attached handout that contains the required specifications for the sign.

Please note: It is the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until City Council has made its formal decision on the case. It is also the responsibility of the applicant to remove the sign after the final action is taken.

I confirm that the site has been posted for the zoning case number above as required by the City of Chandler Planning and Development Department, and that I have submitted a picture of the sign(s).

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by _____.

In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

Return the completed, notarized affidavit and picture(s) to the assigned case planner at least 30 days prior to the first public hearing.

CITY OF CHANDLER
PUBLIC HEARING

PROPOSED:

LOCATION:

22 S. DELAWARE STREET

PLANNING COMMISSION:

, 5:30 P.M.

CITY COUNCIL:

, 7:00 P.M.

<http://zoningsigns.chandleraz.gov>

CONTACT:

480 782-



Use Permit Submittal Checklist

- _____ Written narrative that describes the proposed project, including specific details such as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, whether there will be entertainment (e.g. live music), building sizes, total building area, property size, and how the development meets the zoning code requirements.
- _____ Application
- _____ Letter of Authorization (if necessary)
- _____ Affidavit of Sign Posting
- _____ Mailing labels for property owners within a 600-foot radius and registered neighborhood organizations (as provided by the City) within one-quarter mile of the subject site
- _____ Application fee for use permit:
 - Single family \$200
 - All others \$300
 - Use permit extension Same as original fee

Two sets of 24" x 36" plans, and one 8 1/2" x 11" or 11" x 17" copy of each of the following items. All plans must be drawn to scale. Note: The planner assigned to your project may ask you to submit these documents in booklets (typically 25 sets), and may require additional materials.

- _____ Site plan, including
 - _____ Date of plan and revisions
 - _____ Vicinity map with notation of site
 - _____ North arrow and scale (engineers scale)
 - _____ Existing street names
 - _____ Existing and ultimate right-of-way dimensions
 - _____ Building configurations/dimensions
 - _____ Gross building area
 - _____ Gross and net acreage
 - _____ Lot coverage
 - _____ Building, landscape and intersection setbacks
 - _____ Parking required and provided
- _____ Building floor plan
- _____ Landscape plan
- _____ Building elevations of each side (color required for reduced-size plans)
- _____ Preliminary grading and drainage plan
- _____ Perspective view
- _____ Building materials and paint color exhibit